佐世保基地空席広報		広報番号:	172-2015-CFAS FRD-
		Announcement No.	SA(003) 15 Jul 16
VACANCY ANNOUNCEMENT			1st cut off: 27 May 16
		募集締切日:	2nd cut off: 10 Jun 16
		Closing Date	After the 2nd cut off,
			Fridays every two weeks
		発行日:	16 May 16
		光打口: Date of Issue	10 Way 10
1.職種名 Job title (等級 Grade <u>2</u> /語学等級 LD <u>N/A</u>)	募集人数		of Consideration (AOC)
Waiter/Waitress, #2143	No. of Recruitment	☑ I. 現 MLC/IHA 従業員(部隊内)Current MLC/IHA Employee within Activity☑ II. 現 MLC/IHA 従業員(通勤圏内)	
採用可能な下限等級 Acceptable trainee level: N/A	4名	□ <u>III.</u> 現 MLC/IH.	ployee in commuting distance A 従業員(全在日米軍)
□ 事務系 □ 技能系 □ 保安系 □ 医療系 Administrative Blue Collar Trade Security Medical		☐ IV.外部 Off B	Employee Japan Wide ase Applicant
2.部隊 Activity:		-	
CFAS Fleet Readiness Department (Club Division)		5.雇用の種類 Type of Employment	
勤務場所 Working Place: Hirase-cho, Sasebo City 佐世保市平瀬町		☐ MLC	
3.勤務時間 Work Schedule (週 <u>30</u> 時間制 hrww)		│ │ │ │ │ │ │ │ │ │ │ │ │ │ │ │ │ │ │	
勤務日 Work Days: Mon-Sun, Including Holidays		□ 保定 Limited Term (カ月 Months)	
勤務時間・休憩 Work Hours/Recess Period: 6 hrs between 0530-2300/1 hour		(HPT 時給制従業員)	
□ 次数 Night Shift □ 残業 Overtime □ 出張 Business Travel □ 時給¥800			
6.職務内容 Duties:			
Spreads clean linen and sets tables with silverware, glasses, sugar bowls, salt and pepper shakers, napkins and ashtrays. Takes orders			
for food from guests and transmits orders for hot foods to a cook or to a steam table attendant. Obtains bread, butter, fruits, juices, cereals, salads, desserts, beverages or other such food items from appropriate stations in food service department. Carries food and			
beverages to tables. Serves food in individual dishes to each diner or places certain items of the food in large containers on tables for			
"Family" style service. Removes empty dishes at end of each course and serves the succeeding course. At conclusion of meal,			
brushes crumbs from table cloths, carries or wheel dishes to dishwasher and sets the table for the next diner. Wipes glasses and			
silverware sweeps dining room floor, dusts dining room furniture and furnishings, and removes, sorts, records and packs soiled pieces of table linen for laundry.			
Performs other related or incidental duties a s assigned.			
7.資格要件/身体条件 Qualification/Physical Requirements			
1. Must have a customer service oriented and be able to work with others.			
2. Ability to speak, read and write English at basic proficiency level (LAD-1)			
Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency: □必要なし None 図初級 Basic □中級 Intermediate □上級 Advanced □特段の能力 Exceptional			
学歴 Educational Background: See Block 7 免許証/修了証 License/Certificate Required: 7/8 欄参照 See blocks 7 & 8			
8.提出するもの Application and Associat	ted Document	te	職務状況
図 空席応募用紙 Application for Vacancy Announcement (HROY Form 1)			Working Condition
□ 日本語で Japanese □ 英語で English □ どちらでも Either)			
□ 専門職務経歴書 Resume of Specialized Work Experience (HROY Form)			
(上記と同じ言語で, Same language as above)			
図 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have one family relatives who work at U.S. Novy have (family to be provided in the provided i			
		tionnaire on Deleti-	es"
図 家族/親族が任日末海単で到務している方は、『親族に関するIf you have any family/relatives who work at U.S. Navy base/facility in 運転免許証の写し Copy of GOJ ordinary driver's license		tionnaire on Relativ	es"

英語の能力を証明するもの(写し) Anything to certify English Proficiency (Copy)

copy of Residence Card and Passport/Visa Copy

図 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)

図 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant,

9. 応募書類提出先 Office to Submit

内部応募者(現 MLC/IHA 従業員)と外部応募者(非従業員)では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。 募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

(注意)上記項目4番の"募集範囲"が現MLC/IHA 従業員のみの場合、外部応募者(非従業員)からの応募書類は無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.

1. 内部応募者 (現 MLC/IHA 従業員) 提出先:

〒857-0056

佐世保市平瀬町

米海軍佐世保基地民間人人事部雇用課

内線/Extension 252-3656/3660

受付時間 Operating Hours: 0800 - 1600

2. 外部応募者(非従業員)提出先:

〒 857-0056

佐世保市平瀬町 3-1

独立行政法人 駐留軍等労働者労務管理機構 佐世保支部

電話番号 Phone: 0956-23-7191

受付時間:午前9時 - 午後5時、月曜日 - 金曜日(日本の祭日を除く) Operating Hours: 0900 - 1700, Monday - Friday (except Japanese Holidays)

CNRJ HRO Sasebo Satellite Office MLC/IHA Employment Branch, Bldg# PW47

Current MLC/IHA Employees must submit to:

Off Base Applicants must submit to:

〒 857-0056

〒857-0056

3-1 Hirase-cho, Sasebo City

Hirase-cho, Sasebo City

Labor Management Organization, Sasebo Branch

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC:

軍電 (DSN) 252-2917

PD No.: CFAS-N926-015-PT

PD is accurate and current. Certified by Activity:

HRO: (rcvd:11/16) tm 11/17

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

募集締切日16時(午後4時)必着です。 Eメールやファックスでの応募書類は受付できません。 Applications must be received by the closing date of the Vacancy Announcement by 1600 hours (4:00 PM). Emailed and Faxed applications will not be accepted.

人事部へ応募書類を郵送する場合は書留にしないで下さい。書留で郵送された応募用紙は受理しません。 Please do not send applications by registered mail to HRO. Registered mail sent to HRO will not be accepted.

HRO の建物(建物番号 PW-47)1階、正面出入り口を入って右の壁に 内部応募者用の投函口が設置してあります。投函される場合は応募締め切り日の16時(午後4時)までにしてください。 Job applications may be dropped in the designated HR "Drop Box" located on the right side in the first floor, main entrance of the HRO bldg. # PW-47, no later than 1600 hours (4:00 PM) by the closing date.

応募書類の書式は以下の URL よりダウンロードできます。最新の応募用紙を提出してください。 Forms for application are available for download on our web site. Please submit updated application.

(https://www.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

時給制臨時雇用従業員 (HPT) 雇用について

HPT-Hourly Pay Temporary (HPT) Employment

契約期間: 1年を越えない期間(その後更新される事もある)

Duration of Employment: Not to exceed 1 year. (Subsequent appointment after a break in service may be effected.)

交通費支給。Commutation allowance will be paid.

勤務時間が週20時間以上の場合は雇用保険の加入、週30時間以上健康保険・厚生年金の加入が義務づけられています。 Employees whose weekly work hours are 20 hours or more must be covered by Employment Insurance. Employees whose weekly work hours are 30 hours or more must be covered by Health Insurance and Pension plan.

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

Work place, hour, and rest day may be changed due to operational requirements.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450,9397; 及び日本法・個人情報の保護に関する法律(平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記:記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes. 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Rev: 12-4-15